

**T - ATHLETICS PROGRAM COORDINATOR****JOB DESCRIPTION**

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**Division:** Parks & Recreation  
**Exempt/Non-exempt:** Non-exempt  
**Pay Grade:** NEG  
**Workers Comp Code:** 9102

**Position Number:** 1584  
**EEO Category:** 05  
**EEO Function:** 06  
**Effective Date:** 10-4-04

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**SUMMARY**

Assists with the supervision and overseeing of athletic leagues, tournaments and special events for the City of Bryan Recreation Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Attends coaches' meetings for all City athletic programs.

Locks and unlocks athletic complexes, inspects for safety, monitors player participation, distributes and receives information pertaining to leagues, schedules, etc.

Performs related duties as required.

Responds regularly and promptly to work.

**EDUCATION/EXPERIENCE**

High school diploma or GED.

Some experience in ball field preparation.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge in sports rules and regulations.

**SPECIAL REQUIREMENTS AND LICENSES**

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

**WORKING CONDITIONS AND PHYSICAL DEMANDS**

Physical effort includes:

Lifting 40 pounds from floor to waist, 40 pounds from waist to shoulder, 30 pounds overhead and carrying 20 pounds for 100 feet.

Working in temperatures exceeding 100°F and below 32°F.

Working in the presence of pollen, dust, and poisonous insects and plants.

Working at heights up to 25 feet as needed.

Sitting, standing, and walking.

**EQUIPMENT**

Truck, ball field equipment.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.